

## BOARD OF SELECTMEN

October 12, 2010

### Minutes

The Board of Selectmen met on Tuesday, October 12, 2010 in the Town Hall Clark Room. Those present were Selectmen John D. Williams, Douglas A. G. Stevenson, William R. Tice, Jr., Peter Scavongelli, and John Gorecki. Town Administrator Timothy D. Goddard was also present.

The meeting was called to order at 7:00 p.m.

#### Town Administrator Report

Mr. Goddard said attached to this report is the proposed final Site Plan Approval Decision for the Carlisle Public School Building project. He asked the Board to review the Decision and to make sure that all their revisions had been incorporated. There were two minor changes.

Mr. Goddard said the revised Emergency Notification System Activation Policy has been added to this evening's packet. He asked the Board to review and approve same. On a motion made by Mr. Tice and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the proposed *Policy for Activation of the Emergency Notification System* as presented to become effective upon approval.

Mr. Goddard presented the proposed Interlocal agreements to continue with the purchase of Advanced Life Support (ALS) services in association with the thirteen other Central Middlesex Communities, Pro Ambulance and Emerson Hospital. He said at this time we do not have a final version of those agreements so the Board will have to wait until their meeting on October 26<sup>th</sup> for Chief Flannery's recommendations in order to make a final decision.

Mr. Goddard informed the Board that the Tax Classification Hearing for FY2011 is tentatively being scheduled on Tuesday, November 9<sup>th</sup>. This meeting will occur if the Department of Revenue certifies the Assessor's property values in time.

Mr. Goddard added that at the November 9<sup>th</sup> meeting, the Finance Director would like the Board to approve the *rolling over* of a Bond Anticipation Note (BAN) in the amount of \$465,000.00. Mr. Goddard said this BAN, which is due on November 19<sup>th</sup> includes such projects as the Schematic Design Phase for the School Building Project, a Roll-off truck, and a Fire Cistern. He said the BAN will be rolled over for a year. The Finance Director is hopeful that the Board will approve and sign all of the documents during their Nov. 9<sup>th</sup> meeting.

#### Liaison Reports

Mr. Williams gave a report from the Housing Authority and the Housing Trust. He said they have a proposal from Kathleen O'Donnell who is an attorney from Concord. Attorney O'Donnell may be able to assist the Town with the deed restrictions relative to accessory apartments. Mr. Williams said the funding for this will be under \$3,000.00 and should come out of the Housing Trust. He suggested the Housing Trust Committee meet briefly during the Board of Selectmen's meeting on October 26<sup>th</sup> to address this issue. Housing Trust members James Bohn and Greg Peterson will also be invited as well as Kathleen O'Donnell.

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Mr. Williams asked the Board to look at the review form for Mr. Goddard and return same to him by October 19<sup>th</sup>.

Mr. Gorecki spoke about the Financial Management Team that occurred this morning. He said it was reported by the Town Accountant that Free Cash was certified at \$1.926 million. The Tax Collector said the tax bills were sent out and payments were coming in slowly. The School Business manager said she has secured a Gas Contract for two years.

### **Appointments**

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to appoint Mary Storrs from the Carlisle Public School Committee and Michael Fitzgerald from the Carlisle Scholarship Advisory Committee to the Investment Advisory Committee for a one year term that will expire on June 30, 2011.

### **Cemetery Deeds**

The Board of Selectmen, in their position as Cemetery Commissioners, made the following deed transfer.

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to transfer to Santo Pullara of Carlisle, Massachusetts, Deed #648 for Cemetery Lot D35, Graves 1, 2, 3, 4, 5, and 6 in the Town of Carlisle, Green Cemetery.

### **Board Chairs – Selectmen’s FY11 Goals**

Mr. Williams thanked everyone who was present tonight from various Boards and Committees (sign in list attached). He said the purpose for this meeting is for the Board of Selectmen to share with the Boards and Committees what they are hoping to accomplish this year. He added that the Board will be asking for their help in accomplishing these goals. Mr. Williams said some of the Goals are straight-forward and simple, but others are more complicated. Mr. Williams went through the Goals that are attached hereto.

*Financial Management.* He read through all parts of the Goal. Bill Fink from the Carlisle School Committee made comments on the ‘student budget growth with student population changes’. Mr. Williams said this is a difficult issue and there has to be a balance. No one wants to hear that any budget will be significantly less, but the student population is an important factor.

Mr. Stevenson brought up Grants and grant-writing. He urged the committees to ask the Town staff for assistance in grant writing if that would encourage them to delve into grant writing.

The next Goal was *Education*. Mr. Williams said the Board is not trying micro-manage any aspect of special education. Chad Koski from the Carlisle School Committee commented on this Goal. He said most of the costs for special education are mandated by the State. Louis Salemy from the CPS Committee said we have both a legal and moral obligation to special education.

*Effective and Efficient Town Services* Mr. Williams said the joint chairs meeting of the Land Use Boards is going to be rejuvenated. He said he would like to model it after the FinTeam meeting which meets every two weeks and rarely lasts for more than an hour. Mr. Williams wanted to know how often the Land Use Chairs thought they should meet. Peter Burn [ConsCom] said at the most, once a month. David Freedman from the Planning Board agreed with Peter Burn. In reply to Liz Carpenter, Mr. Williams said those Committees/Boards that constitute the Land Use Boards are the Planning Board, Board of Health, Recreation Commission, Finance Committee, Housing Authority and Conservation Commission. Afterward it was agreed that meeting every three months would be sufficient.

Mr. Tice spoke about working on the negotiations for the renewal of the Comcast agreement.

David Freedman talked about the website polices. He also mentioned the need for more tech support for the employees in Town Hall.

*Recreation & Community Activities* Mr. Williams talked about meeting with RecCom and COA and discussing what is desired for future needs. In regard the Highland Building stabilization, Mr. Williams said the Board will hear a report/update from that committee tonight. He spoke about the balance of Town Center changes and how in the past any time something was proposed for the Center, it has been looked upon as a bad thing.

Mr. Williams said we need to have serious discussions over what is acceptable and what is not acceptable in the Center, that way everything will not get the same response. David Freedman said the reason this keeps happening is because there is no plan for the Town Center. He said there has not been a plan for almost 20 years.

*Affordable Housing* Mr. Williams went over the first three points, the first one being to allow smaller houses and clusters, with other types of housing. Mr. Williams said the Benfield Funding refers to working with DHCD and our elected representatives, which we are doing trying to get funding for the project that has been approved. Mr. Williams said out of the Housing Production Plan, there has been a proposal to form a temporary committee to inventory Town and private owned land for affordable housing. He said this committee would report back to the Affordable housing Trust. Mr. Williams said there are four specific sites that are being considered. Mr. Williams spoke about the viability of expanding Village Court and using a portion of Banta Davis. He said these two sites are on the inventory list because of their location; that is they are close to the waste-water treatment facility and could be tied into same. He added that it would be a very public process before anything is done with either of these sites.

*Conservation Commission* Mr. Williams spoke about working with the Town of Chelmsford to establish a maintenance agreement regarding the dam. He said it was brought to his attention that the Cranberry Bog lease will expire in 2015. A renewal of that lease will be forthcoming. Peter Burn said both of these are worthy goals. He said the farmer would be involved in both of them. He added that the Greenough Dam has to be discussed with Long Term Caps. Kelly Guarino also mentioned the Greenough Barn. Mr. Williams thanked everyone for attending this meeting.

### **CCHS Update**

Louis Salemy from the Concord-Carlisle School Building Committee was present to give a brief synopsis on Feasibility Study and Schematic Design at CCHS. Louis went over the charge that was given the Master Plan Committee in May 2009. It was then that they were told to create a viable plan for remedying the facility issues at CCHS. The object was/is to provide the community with clear and direct options for addressing the needs at CCHS. The building they design will contain three components; it will have to last for another 75 years; in the building process, they will re-use and repurpose wherever possible; and, the building design will support the 'green' pattern, that it, it will be efficient, maintainable and support the educational mission of CCHS. Louis went over some of issues that have been prevalent in studies that were taken in 1999, 2002, and 2005. They are: inadequate space, infrastructure issues and safety problems. He showed slides that highlighted the issues. He showed a footprint of the existing campus. Louis said the reason that the cost is so high to rebuild the school is because the original design was poorly conceived. The school, he said, is highly inefficient in space and energy usage. He said there are almost 75 doors in this building, which makes security very difficult.

In regard to where we are today with MSBA, Louis said State Treasurer Cahill and Catherine Craven visited the School during the Summer and concluded that a significant rebuild of same was necessary. Louis said on September 29<sup>th</sup>, MSBA moved CCHS from a repair category to a Feasibility Study phase. The next step is to prepare a Request for Services (RFS) for an OPM [Owner's Project Manager]. Louis noted that the State will support a project scope that is from \$75 - \$85million, excluding the field house.

Louis said their Goal is to present a project to a Special Town Meeting in 2011. If they receive the funds at a special Town Meeting in September 2011, it will take a year to prepare detailed plans. He said then they will break ground a year after that, or September 2012. After that it will be a three year construction process.

### **Highland Building Stabilization Committee Update**

Bob Stone from the Highland Building Committee was present to update the Board on their progress. Bob said it has been a difficult and challenging process. There have been some disappointments with the architectural team and a few stumbles along the way in terms of conforming to Mass. General Laws and procedures. He said they have gone out to Bid this project twice and have rejected the Bids both times. The first time the bids were rejected it was due to a non-conformance of procedure in the bidding process. Bob

said the second time they decided to reject the bids was because there were not enough bids and not enough *competitive* bids.

Bob said time is also a factor as well as the site location. He said the building is located in a confined area and the School Committee does not want it to be worked on during the School year. Also if the work was awarded to a low bidder now, the work would not start until mid October and it would take about ten weeks to complete. They had to consider weather conditions at that time. It was decided to defer the project until next Summer and start to re-bid in January. Bob said it will be a perpetual struggle with the funds and the lead paint issue.

In response to Mr. Williams, Bob said the project will go out to bid again in January, 2011. He did not think waiting until January would be detrimental to the bidding prices.

At 9:08 a motion was made by Mr. Tice to go into Executive Session to discuss positional litigation and not to return to open session. The motion was seconded by .... And the following roll call vote was taken: Williams – aye; Stevenson – aye; Tice – aye; Scavongelli – aye; and Gorecki – aye.

Respectfully submitted by Margaret deMare